



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/18/2016	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #16 – 15</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> Cell [REDACTED] or on campus: [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Assoc. Prof./Dept. Chair, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Professor [REDACTED]. [REDACTED] has been repeatedly aggressive/hostile in communications with her; Other individuals in the department have also voiced concerns to her regarding their interactions with him.		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐ Faculty ☒    Staff ☐ Student ☐  
 Concern Regarding:    Male ☒ Female ☐    Administrator ☐ Faculty ☒    Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input checked="" type="checkbox"/> Sex/Gender         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
5/18/2016	[REDACTED] email to SGS	Requesting a meeting with Sue regarding a faculty member who has been persistently hostile and aggressive with her.
5/23/2016	SGS meeting with [REDACTED]	See notes in file.
5/31/2016	SGS meeting with LeaAnn Martin and Marc Geisler	
6/2/2016	SGS meeting with [REDACTED]	
6/6/2016	SGS meeting with [REDACTED], LeaAnn Martin, and Marc Geisler	See notes in file.



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